

Town of Hamilton Information/Communication Specialist

Job Summary:

The Town of Hamilton seeks an Information/Communication Specialist to work part time, up to 20 hours per week.

The successful candidate will gather and process information from Town Departments, Boards & Committees, and other sources relevant to municipal services and distribute the information on the Town's website, blog, and other social media, as well as occasionally as press releases or news articles.

The Information/Communication Specialist is responsible for communicating facts about Town government and local events to residents and employees.

Duties & Responsibilities:

- Create and circulate a scheduled newsletter
- Create and maintain Town's Information blog.
- Co-author articles for placement in both print and electronic newspapers
- Publicize newsletter to increase subscription base
- Remain technically proficient and abreast of current technology and trends in communication.

Qualifications:

- Ability to write concise and factual entries with minimal supervision
- Ability to quickly learn municipal organization and services
- Ability to discuss objective topics with Department/Board sources and translate technical information into easy to understand articles
- Invite participation on Town website blog
- Exercise excellent time management and organizational skills, with ability to multitask
- Demonstrate technical layout and editing skills
- Knowledge of Wordpress, plugins, and Mailchimp or technically strong enough to learn – set up and maintain template, integrate photography and invite additional pictures from subscribers

Education and/or Experience:

- Bachelor degree in Communications, English, Journalism or related field
- Established portfolio of written articles, press releases, brochures, blogs and similar relevant communications

- Strong competency with Microsoft Office (Word, Excel & Powerpoint), Wordpress or similar blog authoring software.

Apply:

Competitive wage rate dependent upon skill and experience.

Submit cover letter and resume by August 20, 2014 to Michael Lombardo, Town Manager PO Box 429 Hamilton MA 01936 or email townmanager@hamiltonma.gov